

**Fee - \$349 per day**

**Early Registration**

**Discount** \$329 for online registration or if payment is received by **May 31, 2016**

**Thursday  
June 30, 2016**

**REGISTER NOW**

[www.eeotraining.eeoc.gov/tapsmain.html](http://www.eeotraining.eeoc.gov/tapsmain.html)

By registering for a Training Institute event, you agree to all applicable Institute policies.

**ENHANCE YOUR EEO KNOWLEDGE** at the **2016 EEOC Pittsburgh Technical Assistance Seminar** sponsored by the **EEOC Philadelphia District Office**. The seminar will be held at the **Pittsburgh Marriott City Center**.



# EEOC Pittsburgh Seminar

**U.S. Equal Employment Opportunity Commission**

**2016 SEMINAR LOCATION**

**Pittsburgh**

**Marriott City Center**

112 Washington Place  
Pittsburgh, PA 15219

**Hotel Arrangements**

Registrants are responsible for their own arrangements

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

**EVENT Code: 16T-PHI-02**

**TRAINING YOU CANNOT AFFORD TO MISS!**  
Join us for the best in EEO training, from the experts who enforce the law.



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

**Questions about the seminar?**

**Marcel Baldwin**

**Cleveland Field Office**

(216) 522-2246

(216) 522-7395 FAX

(216) 522-8441 TTY

[marcel.baldwin@eeoc.gov](mailto:marcel.baldwin@eeoc.gov)

# U.S. Equal Employment Opportunity Commission

## EEOC Pittsburgh Seminar

Thursday  
June 30, 2016

### Training Institute Policies - Event Code: 16T-PHI-02

#### **CANCELLATIONS, REFUNDS, NO SHOWS**

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

#### **WHO SHOULD ATTEND?**

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

**PAYMENT - \$349 for the day.** Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a **CD**. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

#### **GET A DISCOUNT PRICE of \$329 when**

1) registering on-line at [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html) before June 29, 2016.

2) mailed registrations are postmarked on or before May 31, 2016. All mailed payments postmarked after May 31 are subject to the \$349 registration fee. Checks **received after** May 31 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:

EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

**STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE:** To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

**FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection):** Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

**REGISTER ONLINE - [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html)**  
Credit card and electronic bank check registrations will receive immediate confirmation.

**REGISTRATION QUESTIONS:** Visit the website [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov) or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information TTY# 1-800-828-1120.

**CONFIRMATION:** Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will contact you.

# U.S. Equal Employment Opportunity Commission

## EEOC Pittsburgh Seminar

Thursday  
June 30, 2016



### Schedule

7:45 a.m.  
Registration

8:45 a.m.  
Start

Lunch Provided

4:45 p.m.  
End

### Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:  
Marcel Baldwin,  
Outreach & Education  
Manager,  
(216) 522-2246  
[marcel.baldwin@eoc.gov](mailto:marcel.baldwin@eoc.gov)

- |            |   |
|------------|---|
| 7:45 a.m.  | <b>Registration and Continental Breakfast</b>   |
| 8:45 a.m.  | <b>Welcoming Remarks</b><br><i>Spencer H. Lewis, Jr., Director, EEOC Philadelphia District Office</i><br><i>Roosevelt Bryant, Director, EEOC Pittsburgh Area Office</i>   |
| 9:00 a.m.  | <b>Keynote Speaker:</b><br>Victoria A. Lipnic, EEOC Commissioner  |
| 10:00 a.m. | <b>Networking Break</b>   |
| 10:15 a.m. | <b>EEOC Legal Updates -<br/>What's Going on at EEOC and in the Courts</b><br><i>Debra M. Lawrence, EEOC Regional Attorney<br/>Philadelphia District Office</i>  |
| 11:45 a.m. | <b>Lunch and Networking</b>   |
| 1:00 p.m.  | <b>"But I Didn't Know That's Illegal!" Learn about Title VII's<br/>Coverage of LGBT Workers and How to Avoid Discrimination in<br/>Employment Policies and Procedures</b><br><i>Lisa Hernandez, EEOC Senior Trial Attorney</i><br><i>Deborah Kane, EEOC Senior Trial Attorney<br/>Pittsburgh Area Office</i>                            |
| 2:30 p.m.  | <b>Networking Break</b>   |
| 2:45 p.m.  | <b>EEOC and U.S. Department of Labor OFCCP Updates:<br/>Learn Best Practices Tips on Appearing before the EEOC and<br/>OFCCP, including EEOC's New Digital Charge System</b><br><i>Roosevelt Bryant, Director, EEOC Pittsburgh Area Office</i><br><i>Tracie C. Brown, District Director, DOL, OFCCP,<br/>Pittsburgh District Office</i> |
| 3:45 p.m.  | <b>How to Draft an Effective Employee Handbook</b><br><i>Maria Greco Danaher, Esq., Ogletree Deakins</i>  |
| 4:45 p.m.  | <b>Adjourn</b>  |

**Credits:** This program has been submitted to the HR Certification Institute for review. This activity has been approved for 6 hours of credit by SHRM. EEOC Training Institute is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup>. This program is valid for 6 PDCs for the SHRM-CP or SHRM SCP. For more information about certification or recertification, please visit [www.shrmcertification.org](http://www.shrmcertification.org). This seminar meets the yearly refresher training requirement for federal agency EEO investigators and/or counselors.

# EEOC PITTSBURGH SEMINAR 2016

Please print and  
use a separate form  
for each attendee

## ENROLLMENT

Event Code: 16T-PHI-02

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( if TTY, please check here ☐ )

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: \_\_\_\_\_

## REGISTRATION FEE

☐ One day \$349 / \$329\* **Discount Price**

\*Discount price of \$329 available for online registrations received before June 29, 2016. All payments received after May 31 will be subject to a \$349 registration fee. Checks received after May 31 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

## PAYMENT TYPE

**Credit Card** ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Security Code (3 or 4 un-embossed digits near signature block) \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Cardholder Email \_\_\_\_\_

Cardholder Address \_\_\_\_\_

☐ **Check** Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ **State/Local Government Entities:** To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

**Person filling out this form (if different than registrant)**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

► **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT [www.eeotraining.eeoc.gov/tapsmain.html](http://www.eeotraining.eeoc.gov/tapsmain.html)

► **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; or **e-mail** [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

### \* PAYMENT IS REQUIRED PRIOR TO TRAINING

Have you attended an  
EEOC-sponsored seminar,  
course or conference in the  
last 5 years? ☐ Yes ☐ No

# Employees  
at your facility?

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

Your Organization:

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

Your Position:

- ☐ Attorney
- ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor
- ☐ HR Staff
- ☐ Mediator, ADR
- ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner
- ☐ Union Representative
- ☐ Other \_\_\_\_\_

How did you learn about this seminar?

- ☐ Brochure in mail
- ☐ Colleague
- ☐ EEOC event
- ☐ Email
- ☐ Website/Internet
- ☐ Newspaper/ Newsletter
- ☐ Professional Organization
- ☐ SHRM
- ☐ Other \_\_\_\_\_